



CITY COUNCIL

Administrative Oversight Committee

**Monday, March 05, 2007
Meeting Report**

Attendance: S. Marmarou, D. Sterner, M. Baez

Others Attending: C. Kanezo

I. Interviews

Due to failing to meet with the Administrative Oversight Committee on several occasions, the application of Jessica China to the Human Relations Commission was rejected. Mr. Marmarou suggested Ms. China would reapply if truly interested in serving on the commission. Mr. Kanezo informed the committee of the need to reschedule the interview with Ida Colon Smith. Ms. Smith was applying for the Human Relations Commission.

Dr. Eve Kimball (Appointment- Board of Health)

Dr. Eve Kimball, a practicing pediatrician explained she had been asked to join the board by a colleague and current board member, Dr. James Wong. Dr. Kimball was honored by the request and felt serving the City of Reading is the responsible thing to do. Dr. Kimball commented on the declining state of volunteerism and the need for citizens with useful skills to offer themselves where and when they can.

Mr. Sterner commended Dr. Kimball for her willingness to volunteer. According to Mr. Sterner the Board of Health (BOH) is now benefiting from the addition of medical professionals like Dr. Kimball and Dr. Wong. Dr. Kimball inquired as to what would be expected of her as a board member. Mr. Marmarou explained the BOH serves as an advisory board to the City of Reading on all health related issues; the BOH is currently active in promoting awareness of health related issues. Mr. Kanezo provided a copy of the BOH ordinance and informed Dr. Kimball that the BOH secretary would be contacting her.

The committee thanked Dr. Kimball for agreeing to serve on the BOH. Mr. Marmarou stressed how lucky the City of Reading is to have residents like Dr. Kimball.

The Administrative Oversight Committee recommends the appointment of Dr. Eve Kimball to the Board of Health.

II. Implementation of Minority Business Ordinance

A memorandum drafted by the Managing Director was distributed to the committee. The Managing Director reported difficulty in recruiting members to the Minority Business Procurement Board. According to the Managing Director the intent of the Minority Business Ordinance can not be honored until a functioning board is constituted. Mr. Marmarou asked what steps could be taken to entice members.

Mr. Kanezo referenced recent issues with Linda Saknit, who ended up withdrawing her application from consideration after interviewing with the committee, as just one instance of the difficulties faced by the City. There was some discussion on methods of enticing volunteers; however, none of the suggestions were ultimately endorsed by the committee. Ms. Baez and Mr. Marmarou volunteered to work on finding members for the Minority Business Procurement Board.

III. Council Policy Book

Mr. Marmarou thought the latest draft of the policy book was suitable to be presented to the rest of Council. Mr. Sterner questioned the complaint procedures developed by staff, noting how he prefers to forward complaints directly to the Citizens Call Center. Mr. Marmarou thought forwarding complaints directly to staff is the most appropriate method; Ms. Baez agreed with that assessment. Mr. Sterner felt it appropriate to keep the Citizens Call Center involved in the complaint process, as the center was created to manage complaints.

Mr. Kanezo explained staff is looking at developing procedures whereby complaints received from members of Council would be forwarded to the call center for some form of action. Other than the issue raised by Mr. Sterner the policy manual was deemed acceptable by the committee and recommended for Council consideration.